

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

## Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Family Services & Faith-Based Initiatives			12. Proposed Class Title E&T Case Manager	
4. Section Economic and Employment Services	For  Use  By  Personnel  Office	13. Allocation		
5. Unit Employment Services/E&T		14. Effective Date		
6. Location (address where employee works)  City County		15. By	Approved	
7. (circle appropriate time) Full time XX Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8 AM To: 5 PM		17. Audit Date: By: Date: By:		

Agency  
Number

Position  
Number

## PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Terri Rounds	E & T Supervisor	

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
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20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines, are given to the employee in this position, to help do the work? c) State how and in what detail, assignments are made.

Employee will be expected to perform duties using independent judgement within project and agency policies and procedures. Manuals, training, individual and group conferences, goals and objectives are provided to assist the employee in performing assigned tasks. Cases and tasks are assigned by the supervisor with general directions.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	
		<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
1. 50%	E	<p>Essential Task: The E&amp;T Case Manager (CM) will carry a case load and be part of a unit providing employment services case management for Food Assistance Employment and Training (E&amp;T) clients. This position entails but is not limited to: meeting with the client as often as necessary, conducting assessments to determine the client's skill level, education, and training needs, addressing client barriers to employment, developing an employment plan, referring clients to appropriate trainings, employers or community services, providing support payments for the clients, and doing follow up retention services for no less than 90 days once the clients' food assistance case is closed. Duties will also encompass networking with community resources and local employers. The E&amp;T Case Manager will help plan and attend local Job Fairs and hiring events.</p>
2. 30%	E	<p>Essential Task: The CM will complete all system entry in a timely and accurate manner. She/he will be responsible to keep accurate and appropriate case management log notes electronically. She/he will procure all the proper documentation needed for referrals or support services, and record required data for the grant reporting purposes.</p>
3. 20%	E	<p>Essential Task: Attends all assigned agency training, development, and implementation sessions, conferences, staff meetings and other related training, conferences, and workshops, as required.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ( ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

**Name**

**Title**

**Position Number**

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23. Which statement best describes the results of error in action or decision of this employee?

- (X) Minimal property damage, minor injury, minor disruption of the flow of work.
- ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ( ) Major program failure, major property loss, or serious injury or incapacitation.
- ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Frequent contact will be made with the Food Assistance population for the purpose of performing intensive case management and providing E&T services. There will be continual contact with other Case Managers and DCF Administrative Employment Service staff as an E&T unit. Regular contact with community employers and providers will be needed to develop and maintain working and professional relationships. On occasion, electronic and direct contact with Administrative Employment Services office staff will be made for review and quality control purposes.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Long periods of time may be spent on the computer. On rare occasions there may be physical harm threatened by angry clients, when dealing with barriers to employment. There may be extensive travel in some areas.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computers, telephone, cell phones, copiers, fax machines, and calculators. In areas where travel is required between offices, there will be use of vehicles (private or rental).

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### **PART III - To be completed by the department head or personnel office**

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27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Six months of experience in planning, implementing, and monitoring activities relevant to the agency's program. Education may be substituted for experience as determined relevant by the agency.

Education – General

At least a High School diploma and preferably some secondary education in human services.

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Education or Training - special or professional

Work or volunteer experience with community organizations, dealing with the unemployed or underemployed.  
Work experience in employment placement services.

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Licenses, certificates and registrations

At least a Silver Kansas Work Ready Certificate.  
Must maintain a valid Kansas Driver's License.

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Special knowledge, skills and abilities

Must have the ability to work well with clients and coworkers. Must be able to take directions and work independently.  
Must be reliable and on time.

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Experience - length in years and kind

A Bachelors' Degree in any course of study will be accepted in lieu of experience.

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**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement, on the class specification. A special requirement must be listed here, in order to obtain selective certification.

Must maintain security clearance throughout employment.

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Signature of Employee

Date

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Signature of Personnel Official

Date

**Approved:**

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Signature of Supervisor

Date

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Signature of Agency Head or  
Appointing Authority

Date